



JOB DESCRIPTION

Job Title:	Cover Supervisor
Accountable to:	Head of School
Responsible to:	SLT Line Manager/s
Salary:	£19,363 to £29,924 per annum (Unqualified Teacher Pay Scale)
Employment Status:	Full time or part time, Permanent, Required as soon as possible Term time plus Inset days, 30 hours per week

Job Purpose

- Support the school with the day to day cover of classes in order to provide continuity of student learning

Main Duties and Responsibilities

1. Report to the school cover office daily to ensure that all classes requiring cover are planned for and that the work is organised and appropriate
2. Take registration as required to ensure that an accurate record of student attendance is made and to use lesson monitor for all lessons covered
3. Liaise with the relevant subject leader concerning work for classes so that all students can access the work and make progress
4. Supervise classes and take class registers as required so that appropriate behaviour for learning emanates from each class being covered
5. Report for duties as required so that students are appropriately supervised even if the regular teacher is absent
6. Record, report and follow through issues in class via the school's normal procedures so that any incident of lack of learning is followed up and acted upon
7. Provide clear feedback to subject teachers for each lesson covered
8. Work to an identified set of professional standards and compile appropriate documentation to evidence these standards are being met on an ongoing basis
9. Maintain good order and discipline amongst students, safeguarding their health and safety on and off the site
10. Consolidate and extend learning and get students to take responsibility for their own learning
11. Apply a range of successful strategies to manage groups and individuals
12. In line with the needs of the school to undertake other duties that could include supervision of exams, in class support, accompanying a trip or assisting another teacher

Other Duties

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
2. To participate in performance management.
3. To take responsibility for own continuing professional development.
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. To attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.